## Auditor of State Communications A Publications from the Indiana Auditor of State Connie Nass October 2000

Auditor of State Room 240 State House Indianapolis, IN 46204-2793 317-232-3300

http://www.in.gov/auditor/

## **State Forms**

It is very important that all agencies use the most recent version of all State forms. Beginning November 1, 2000, the Auditor's office will return any items for payment not submitted on the latest version of the form used. If any agency has any questions regarding which forms will be accepted, please contact Wendy Armstrong at 233-5763 or Wendy Baxter at 232-3317.

The following is a list of the numbers and latest revision dates of the most common State forms:

- SF22933: Voucher Abstract, 1996
- SF11294: Claim Voucher, 1996
- SF980: Travel Voucher, 1996
- SF23348: Request for Quotation (RFQ), 1997
- SF12537: PO Partial Payment, 1996
- SF803: Quantity Purchase Award Release (QPA), 1998
- SF11649: SDO Reimbursement Voucher, 1989
- SF105: SDO Itemization Form, 1979
- SF49068: Request for SDO act establishment, adjustment & new officer, 1998
- SF21303: Purchase Order, 1999

## PROCESS FOR REWRITES OF WARRANTS

The State Auditor's office is responsible for issuing various types of warrants for the State of Indiana. If a warrant has been lost, stolen, or destroyed, an affidavit for the lost or not received warrant must be completed, signed and notarized. The completed lost warrant affidavit should be sent to the State Auditor's office at the following address:

Auditor of State of Indiana Attn: Lost Warrant Division 200 W. Washington St Rm. 240 Indianapolis, IN 46204

Once the properly completed affidavit is received and 30 days have elapsed from the original issue date, a replacement warrant will be issued. If the payee receives or finds the original warrant, it must not be cashed or deposited but should be returned to the State Auditor's office at the address given above. If you have any questions, or need additional assistance, please contact the lost warrant division at 317-232-3321.

## E - BUSINESS WITH SDO

Currently the Auditor's office audits and enters into our financial system all SDOs. The Auditor's office then reimburses the agency's SDO account. Currently 95% of SDO accounts are reimbursed through EFT.

Since the "back end" of the process (reimbursement) is electronic, we would like for the "front end" (reimbursement voucher) to be electronic. All SDOs come to the Auditor's office directly from the agencies. By the end of the year, the Auditor's office will select a number of agencies to pilot a program which will allow the agencies to send SDO reimbursement vouchers to the Auditor's office using our current diskette program. With this improvement, all receipts will be kept by the Agency. In addition, all agencies will be required to follow the same retention guidelines as the Auditor of State's office, which is 10 years for SDO information. According to Indiana Code 4-13-2-7(e), payments under \$5,000 do not have to be pre-audited by the Auditor's Office.

When the Auditor's office receives a diskette, a signed, authorized reimbursement voucher should be included. As before, IDOA and SBA will continue to audit all agencies on their SDO accounts.